Water Quality Control Division

File Review Request Procedure

1. File requests may be made by contacting the Water Quality Control Division Records Center and submitting the following form. File review requests may be submitted by mail, fax or email to:

Records Manager
Water Quality Control Division
Colorado Department of Public Health and Environment
4300 Cherry Creek Drive South
Denver, CO 80246-1530

Email: <u>CDPHE.WQRecordsCenter@state.co.us</u>

Fax: 303-782-0390 Phone: 303-692-3600

Western Field Engineering Unit: <a href="mailto:color:blue:color:b

The request should include the following:

Today's Date

Your Name

Company Name

- Your Email (many documents may be provided by email)
- Address
- Telephone Number
- Request, including: Permit Number(s), Site Address(es) and/or Location(s)
 - Any Specific Date or Time Period
- 2. Upon receipt of a request, the Records Center will do a search and collect all available information. The requestor will be notified of the results and then arrangements will be made to review the files or fill the request. Requests will be responded to within 3 business days.
- 3. On-site file reviews are scheduled during normal business hours: Monday through Friday, 8:30 AM-12 noon and 1:00 PM- 4:30 PM. Notes may be taken of the records. Recording devices, personal computers and scanners are allowed.
- 4. Costs: Payment is to be made by check payable to the Colorado Department of Public Health and Environment.
 - a. Division staff may provide up to 10 copies. Further copies are \$0.25/page, payable by check prior to copies being made.
 - b. The division shall charge \$20/hour when producing records consumes more than 2 hours of staff time and may charge more when specialized document production or skills are required to locate, compile or produce records. Costs charged will not exceed the actual cost to produce the record(s).
 - c. Electronically stored files may be transmitted free of charge if the file is less than 14MB. Larger files will be transferred to CD at a rate of \$10/CD.
 - d. Large document requests may be sent to the state's contracted vendor who will provide a cost estimate directly.
- 5. Requestor must bring photo ID to view records.